



Technical Mapping Advisory Council

Minutes

Teleconference Meeting

February 12, 1998

Call to Order

The Chairman called the meeting to order at 11:00 a.m., EST. Attending for all or part of the meeting were:

Members

Mark Riebau, ASCE—Presiding
Jeffrey Aust, Fannie Mae
Peggy Bowker, NFDA
Michael Buckley, FEMA
Charles Challstrom, NGS
Kari Craun, USGS
Donald Hull, AASG
Brian Hyde, AFSPM
Wendy Lathrop, ACSM
Al LeQuang, Freddie Mac

Others

Bill DeGroot, NAFSMA, Technical
Advisor
Ken Zwickl, USACE, Technical
Advisor
Matt Miller, FEMA
Mary Jean Pajak, FEMA
Katie Hayden, FEMA
Mr. Bill Baar, citizen
Jeff Sparrow, Dewberry & Davis
Melba Gandy, recording secretary

Member Michael Moye was unable to participate.

Minutes, December 11-12, 1997

The following revisions were proposed to the draft minutes of December 11-12, 1997:

1. First paragraph: Replace the second and third sentences with the following sentence:
“Mr. Riebau announced that neither Al LeQuang nor Charles Challstrom would be able to attend the meeting.”
2. First page list of attendees; Change “Patti” to “Patty” as the first name of the Dewberry and Davis participant.
3. In the table of issues, third issue under the heading “Map Preparation Process,” delete the “x” in the column denoting “tabled,” and retain the “x” in the column for “current issues.”

On motion made by Brian Hyde, seconded by Wendy Lathrop, and carried by majority vote, the proposed revisions were accepted and the Minutes of December 11-12, 1997, were

Member Organizations

American Congress on Surveying and Mapping □ American Society of Civil Engineers □ Association of American State Geologists □ Association of State Floodplain Managers
Federal Home Loan Mortgage Corporation □ Federal National Mortgage Association □ National Flood Determination Association □ NationsBank, a regulated lender
National Oceanic and Atmospheric Administration □ U.S. Geological Survey

approved as revised. Members Charles Challstrom and Al LeQuang, who were not present at the December meeting, abstained.

Status Report on Request for LOMA by Bill Baar

Mr. Baar, who had contacted the Council regarding a flood insurance issue, reported that he has received a Letter of Map Amendment from FEMA that removes the mandatory requirement that he purchase flood insurance for his home. An issue remains open relative to the understanding of all parties involved that flood insurance is not required on the property. Mike Buckley agreed to contact FIA to resolve the remaining issue, and to report its resolution direct to Mr. Baar.

Mark Riebau stated his intention to prepare a draft recommendation regarding letters of map change for discussion at the Council's next meeting with the assistance of the work group of the Council established at the December meeting. The Work Group consists of the Chairman, Brian Hyde, Bill DeGroot, and Mike Moye. Mr. Baar's situation should be considered in preparing the draft recommendation.

Discussion of Mr. Baar's situation led to the raising of other issues: (1) insurance companies' awareness of and compliance with guidance regarding re-rating of properties excepted by LOMA; (2) insurance companies' willingness to re-rate promptly; and (3) the impact on the ability of FEMA to carry out other important work of a LOMA workload that has quadrupled in a single year.

Elevation Certificate

Wendy Lathrop reported that the task force received a letter from Greenhorne & O'Mara advising of a delay of approximately 30 days in the new draft of the elevation certificate, which was to have been distributed by the second week of February. The delay was stated to be due to a need for review by regions and other groups. The draft should now be distributed the second week in March, there should be at least two opportunities for further review, and the final version is expected in the late fall. Another meeting is scheduled for May 12, but this date may be changed due to the delay in receipt of the next draft. Ms. Lathrop will distribute any information she receives by e-mail or fax.

A discussion followed about the mechanics of Wendy Lathrop's participation in this activity. Mary Jean Pajak agreed that she will handle the travel authorization and will coordinate reimbursement from FIA.

Budget

The Chairman reported that budget figures are still incomplete, considering the lack of data for the period June through September 1997. From the figures in hand, however, it appears that a face-to-face meeting costs about \$15,000 to \$20,000, depending on its location and other factors; and that a conference call meeting costs about \$2,000. The other large cost item, the annual report, was just under \$17,000 for the 1996 report (the figures for the 1997 report will be in the next quarter's recap, and are expected to be about the same). It appears that four face-to-face meetings, four conference call meetings, and the annual report could exceed the \$100,000

budget. This would be particularly true if the Council, as it would like, holds its meetings in locations other than Washington for the purpose of forging or strengthening partnerships with other FEMA stakeholders.

Figures will be fine-tuned before the March meeting in Baltimore and will be reported more fully at that time.

Mike Buckley added that FEMA has some flexibility with the budget for FY 1999, and will work to ensure that sufficient funds for the Council to operate are available.

Old Business

MT-2 Certification Forms. Mr. Riebau raised the question whether suggested amendments to the MT-2 certification forms had been made. The amendment would provide for the certifying individual to do so “to the best of my knowledge.” This kind of wording was recommended to help manage the risk of the certifying individual in potential professional liability situations. Matt Miller reported that he had requested the appropriate individuals to make the change, and would follow up to ensure that it is included before OMB approves the new forms.

Distribution of Documents. Wendy Lathrop raised the issue of ensuring that documents are distributed in a format that all Council members can read. After discussion, it was agreed by acclamation that documents sent via e-mail will be in Microsoft Word for Windows (Version 7) to all members, and in WordPerfect (Version 6.0a) to Mike Moye, Jeffrey Aust, Peggy Bowker, and the Chairman. The e-mail address for Mr. LeQuang was also clarified, and the recording secretary was requested to correct his e-mail address and to send the Minutes of the December meeting to the corrected address.

Meeting Locations. Mary Jean Pajak requested that the Council determine its near-future meeting schedule to give sufficient lead-time for amendments to the contract task order(s) that may be needed. The Council confirmed its next meeting in Baltimore, and agreed to meet in June and September in Washington, D.C.

Map Service Center Contract. Peggy Bowker requested clarification as to whether results of the work she and Wendy Lathrop had done on map distribution and printing issues are reflected in the scope of work for the proposed Map Service Center contract. She also expressed concern that provisions for archiving maps be included. Mike Buckley responded that he would review and report on these questions. He also stated that the Office of Acquisition Management has embargoed the final scope of work until it is published in the RFP, which will be advertised soon in the *Commerce Business Daily*. Mike Buckley further stated that no pre-qualification would be done; and that proposals would be evaluated on their merits.

March Meeting Agenda. The March 1998 meeting agenda was discussed in depth. The Council decided by acclamation to add time frames to the agenda items and distribute the agenda prior to the meeting. Peggy Bowker requested clarification of the Flood Hydrology item, which led to discussion about the Council’s need for information on this subject. The discussion culminated in agreement that Brian Hyde and Peggy Bowker, with assistance from Bill DeGroot, Matt Miller, and others, will make a preliminary presentation to introduce the Council to various perspectives on the subject. Information may be included about, for example, different methods used to determine the flood hydrology in different areas of the country. Representatives of other groups will be invited to hear the presentation and to contribute to the hydrology discussion at subsequent meetings. Suggestions were made to include Norm Miller from Dewberry & Davis,

and representatives from USGS, the Corps of Engineers, and NRCS.

The group determined to begin the March meeting at 8:00 a.m. Monday, to schedule the Hydrology discussion for 9:00 a.m. Tuesday, and to conclude Tuesday's session by 3:00 p.m.

The Chairman suggested that the Map Service Center contract be added to the March agenda for further discussion and a report on the questions raised by Ms. Bowker.

Peggy Bowker suggested that a review of the Council's goals be added to the March Agenda. The Chairman added that a review of the Plan of Action also might be appropriate.

Mike Buckley noted that the Map Service Center is located near the site of the March meeting, in case a Council member would like to see it.

The Chairman concluded the discussion of the March agenda with a request that each member forward to the Recording Secretary items for the agenda. A draft will then be circulated for review and finalizing.

Future Meetings. After lengthy discussion of the site and dates for summer and fall meetings, the Council agreed by acclamation to meet:

- June 15 and 16, Washington, D.C.
- September 10 and 11, Washington, D.C.

Mike Buckley agreed to determine whether meeting space is available at the Hines Center (?SP?) for one or both of these meetings and, if not, Mark Riebau will look into holding the meeting(s) at the offices of ASCE.

The Chairman reopened the discussion of holding meetings in connection with other groups, partners, and customers of FEMA. Mike Buckley responded that the group can address the question again after the President's budget for FY 1999 is enacted, and FEMA begins to address its operating plan based on the budget.

FEMA Reorganization. In response to a question regarding the reorganization of the FEMA Mitigation Directorate, Mike Buckley clarified the new assignments, which became effective February 9. At the Chairman's request for liaison between the Council and the Program Assessment and Outreach and Program Support Divisions, Mike Buckley responded that Katie Hayden will continue to provide liaison for the latter and that he will assign liaison responsibility for the former.

Council Report on the FEMA Website. In response to a question about making the Council's annual report available through FEMA's website, Mike Buckley reported that the website is overloaded and its concept is being reviewed to determine what will be included.

Adjournment

Hearing no further business, Peggy Bowker moved to adjourn. The motion was seconded, and carried unanimously. The Chairman declared the meeting adjourned at 1:17 p.m.

Respectfully submitted,

[original signed]

Mark Riebau, Chairman